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28 September 1956

MEMORANDUM FOR THE RECORD

SUBJECT: Status of Records Management Program in the Office of Security.

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1. On the 28 of September Mr. [REDACTED] ^{Executive} Security Officer, Office of Security advised me by telephone that they were now in the process of doing something specific with respect to their Records Disposition Program.

2. As an initial effort they are getting ready one hundred cubic feet of inactive records now located in Building 13 and will transfer them to the Record Center shortly.

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3. Mr. [REDACTED] advised that this should be considered only as a initial effort to do something specific about their Records Disposition Program as outlined to the Director of Security in the memorandum for Mr. [REDACTED] dated August 10 and as further outlined in my discussion with him on the 23 of August.

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4. Mr. [REDACTED] so advised that we should continue to keep in contact with them if the progress with respect to Records Disposition did not meet our standards.

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4. Mr. [REDACTED] Area Records Officer, Office of Security, has been in contact with this office recently with respect to adjustments in their Records Control Schedule. Based on his interest and the interest of Mr. [REDACTED] as indicated above, I am sure that the Records Management Program in the Office of Security will move forward.



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